



MISSISSIPPI FORESTRY COMMISSION

660 North Street, Suite 300 • Jackson, Mississippi 39202
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Date: April 1, 2015

To: All District Offices, Fire Training Center, and Division/Department Heads

From: Charlie W. Morgan, State Forester

RE: **Job Announcement – Post in Conspicuous Location**

The Mississippi Forestry Commission is accepting applications for one (1) Forester III position. This position will have responsibility in the agency's Safety & Training Program. This position will cover mainly the southern portion of the state, the duties & responsibilities of this position do involve local and statewide travel with overnight stays. This position will report directly to the Director over the Safety & Training Program. The starting salary for this position is \$40,121.62.

All individuals interested in applying for, or laterally transferring to, this position may submit their applications between April 1, 2015 and April 14, 2015. Requests to transfer must be submitted through the requesting employees chain of command and then to the MFC Human Resources Department.

A job description is attached for your convenience. All applicants must complete an application. Employees wishing to transfer laterally must also submit a request to transfer within this timeframe. All applications and/or transfers for Forester positions must also include a copy of a current registered forester's card with their application.

Applicants should apply online through State Personnel Board's link at www.spb.ms.gov. In order for all State and/or Federal requirements to be met, the MS State Personnel Board will accept and evaluate all applications and place eligible candidates on the appropriate list. This list will then be routed through the Forestry Commission's Human Resources Department to the appropriate location for action.

Once again, the deadline for applying for this position is April 14, 2015. This announcement must be posted at all locations in a central viewing area to afford all qualified individuals the opportunity to apply.

CWM/jpb

Attachment: Job Description



STATE OF MISSISSIPPI
invites applications for the position of:

Forester III

SALARY: \$40,121.62 /Year

OPENING DATE: 04/01/15

CLOSING DATE: 04/14/15 11:59 PM

JOB TYPE: Full-Time

LOCATION: 83 - STATEWIDE

SHIFT SCHEDULE: Day Shift Only

TRAVEL SCHEDULE: Some Overnight

TIME LIMITED POSITION: No

CHARACTERISTICS OF WORK:

This is administrative work and might require supervision in directing or carrying out a forestry program. The work includes performing, planning, organizing, and directing forest management and forest protection programs under the general supervision of an Administrative Superior.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Formulates long and short-range plans to meet objectives of maximizing the protection, production, and use of the forest resources.

Prepares a budget and administers budgetary controls.

Participates in analyzing and recommending changes in existing organization and in formulating new organizational patterns and roles needed to meet current and future objectives.

Reviews and coordinates activities among service foresters and staff to maximize effective use of personnel, funds, and equipment; gives direction in setting and attaining county objectives.

Reviews and evaluates subordinate employees' work performance.

Advises and assists division heads in design and development of systems to evaluate program accomplishments.

Analyzes feedback received from evaluation systems and directs modification of district programs to maximize achievement of goals.

Inspects various phases of Forestry Commission programs on a periodic basis.

Utilizes GPS, GIS, computers, and computer programs to produce desired maps, charts, tables, and reports.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Four (4) years of successful experience as a Forester I and/or II.

OR

Education:

A Master's Degree from an accredited four-year college or university in Forestry.

AND

Experience:

Four (4) years of experience as a professional forester.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Forestry;

AND

Experience:

Five (5) years of experience as a professional forester.

Licensure/Certification:

Must possess a current license as a Registered Forester by the Mississippi Board of Registration for Foresters within one year of employment.

Must possess a valid driver's license, as verified by the hiring agency.

Note:

Incumbents who are required to fight wildfires or conduct field work on a routine basis must

successfully complete a Moderate Pack Test within ninety (90) days of hire date and annually thereafter.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises, trains, and coordinates the activities of personnel to adequately perform tasks.
2. Reviews and evaluates subordinates work performance.
3. Prepares budgets and annual work plans.
4. Assists in practices to maximize the protection, production, and use of forest resources.
5. Coordinates safety program by purchasing and distributing safety equipment/supplies, conducting safety meetings, and preparing appropriate reports.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/mississippi/default.cfm>

Position #0671-0451-20150401
FORESTER III
C1

210 East Capitol Street
Suite 800
Jackson, MS 39201
601-359-1406
601-359-1406

An Equal Opportunity Employer

Forester III Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed in the field of Forestry?

- ☐ None
- ☐ GED or High School Equivalency Diploma / High School Diploma
- ☐ 1 year / 30 semester hours
- ☐ Associates Degree/2 years/60 semester hours
- ☐ 3 years / 90 semester hours
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ Specialist Degree
- ☐ Doctorate Degree

* 2. How many years of experience do you have as a professional forester?

- ☐ No experience
- ☐ 1 year of experience
- ☐ 2 years of experience
- ☐ 3 years of experience
- ☐ 4 years of experience
- ☐ 5 years of experience
- ☐ 6 years of experience
- ☐ 7 years of experience
- ☐ 8 years of experience
- ☐ 9 years of experience
- ☐ 10 years of experience
- ☐ More than 10 years

* 3. Do you possess a valid Mississippi Driver's License?

- ☐ Yes
- ☐ No

* 4. Do you have four (4) years of successful experience as a Forester I and/or II?

- ☐ YES
- ☐ NO

* Required Question